



# Illinois Historic Preservation Agency

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ILLINOIS HISTORIC PRESERVATION AGENCY (IHPA)  
ILLINOIS  
HISTORIC AMERICAN BUILDINGS SURVEY/  
HISTORIC AMERICAN ENGINEERING RECORD (IL HABS/HAER)  
PROGRAM ADMINISTRATIVE POLICIES

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1. The IL HABS/HAER Coordinator, who is assigned to Preservation Services Division, administers the IHPA IL HABS/HAER Program.
2. IL HABS/HAER Documentation can be generated as result of state and federal statutory compliance requirements, local government/commission mandates or through voluntary contribution.
3. IL HABS/HAER Documentation requirements are established through the IHPA IL HABS/HAER Standards and Guidelines. General IL HABS/HAER technical assistance is contained in the IHPA IL HABS/HAER Program/Technical Commentary.
4. All IL HABS/HAER Documentation accepted for inclusion in the IL HABS/HAER Collection must meet the IL HABS/HAER Standards and Guidelines, IL HABS/HAER technical requirements and specific scopes of work as established by the IL HABS/HAER Program Coordinator.
5. No movement, demolition, alteration or other form of modification will be authorized on properties that are part of historic preservation statute mitigation until 100% IL HABS/HAER documentation is received, reviewed and accepted in writing by the IL HABS/HAER Program Coordinator.
6. A listing of IL HABS/HAER consultants/contractors will be maintained and updated as needed by IHPA for public use. The consultants/contractors carried on this list represent firms/organizations/individuals who have successfully completed at least one IL HABS/HAER

## IL HABS/HAER PROGRAM POLICIES (CONTINUED)

Documentation project and have expressed a desire to be considered for IL HABS/HAER work. This list is not to be considered an endorsement by IHPA. Consultants/ Contractors can be deleted from this list at their own request or through IHPA initiative due to consultant/ contractor failure to meet IL HABS/HAER Standards and Guidelines or IHPA generated scopes of work.

7. Specific IL HABS/HAER Documentation Scopes of Work are not formally established until the subject scopes are issued in writing by the IHPA and acknowledged in writing by lead agencies participating in regulatory project mitigation or entities generating IL HABS/HAER Documentation through self-initiative. It is strongly recommended that IL HABS/HAER consultants/ contractors not bid on IL HABS/HAER Documentation projects until IHPA and the concerned parties agree scopes of work in writing.
8. IL HABS/HAER consultants/contractors shall consult with the IHPA IL HABS/HAER Coordinator prior to commencing work in order to confirm the scope of work and specific historic contextual development requirements for each project.
9. IL HABS/HAER consultants/contractors, or their clients, will submit to IHPA a 95%, non-archival IL HABS/HAER submittal for review and comment prior to producing and submitting 100% IL HABS/HAER documentation for review and acceptance.
10. The IL HABS/HAER Program requires submittal of one archival set of 100% IL HABS/HAER documentation, one microfiche copy of the 100% documentation and color slides of the subject property.

## IL HABS/HAER PROGRAM POLICIES (CONTINUED)

11. IHPA review and comment period for IL HABS/HAER Documentation is generally thirty (30) working days. The review and comment period begins upon reception of complete IL HABS/HAER Documentation at IHPA offices.
12. IL HABS/HAER Collection is curated and managed by the Illinois State Historical Library (ISHL). Microfiched IL HABS/HAER documentation is available for public use. The 100%, archival set of IL HABS/HAER documentation is available for use, provided the IL HABS/HAER Coordinator or the ISHL Chief of Acquisitions authorizes such use.

Effective Date: 21 January 1999